



Renewal of registration

Building surveying contractor (company)

Form 61

Use of this form

This form is to be used by building surveyors trading in company structures who are currently registered as contractors with the Building Services Board and are applying for their registrations to be renewed.

If you decide that your company no longer requires building surveying contractor registration, please advise the Board.

Registration as a building surveying practitioner

In Western Australia a building surveyor who wishes to act as a nominated supervisor for a registered building surveying contractor or wishes to use a prescribed title such as *registered building surveying practitioner* must be registered as a building surveying practitioner.

Registration as a building surveying practitioner does not authorise a person to provide services as a building surveying contractor. This form does not permit renewal of a building surveying practitioner registration.

Registration as a building surveying contractor

A person, partnership or company must be registered as a building surveying contractor to:

- contract with others to provide building surveying services;
- issue compliance certificates; or
- use a prescribed title such as *registered building surveying contractor*.

Financial probity

If your company or one of its officers has experienced an insolvency event, further information regarding this event(s) may be required. In certain circumstances, the Board has the power to declare a person an excluded contractor from registration as a building surveying contractor on either a temporary or permanent basis.

Ineligible person

If an officer of your company is currently declared an ineligible person, the company's registration cannot be renewed.

Excluded contractor

If your company is currently declared an excluded contractor (either temporarily or permanently), the company's registration cannot be renewed.

Financial capacity

Building surveying contractors must inform the Board if any officer has been an insolvent in the last three years.

Nominated supervisor

It is an offence under the *Building Services (Registration) Act 2011* for a building surveying contractor to carry out or undertake to carry out building surveying services without a nominated supervisor.

If a building surveying contractor changes a nominated supervisor the contractor is required to give written notice to the Board within seven days of this change.

Building service debt

If your company has incurred a building service debt, being an unsatisfied court judgement or adjudication determination that has not been paid, its registration cannot be renewed.

Registration expiry date

You must submit your form and supporting documents no later than the registration expiry date.

You are strongly encouraged to apply for renewal well before your expiry date to avoid your registration expiring.

Duration of registration

The renewal is for a period of three years.

Registration renewal fee

The registration renewal fee is for three years.

GST is not payable on this fee.

If the Board refuses your application the registration fee will be refunded.



Late renewal of registration

If there is a reason you have not submitted your form by the expiry date you can apply for a late renewal. Late renewals can only be accepted within six months from the expiry date. However, the Board must also agree your circumstances are exceptional in order to accept your late renewal.

A fee is payable for late renewal of registration.

If you are not eligible for a late renewal you can re-apply for registration.

Return of documents

The Department does not return documents. If required, make a copy before you submit your form and attachments.

After your form is submitted

If the Department requires further information, you will be contacted.

Applications and payments

Complete and sign your form. Submit it with your supporting documents and payment no later than the expiry date.

By post

Pay by credit card using the payment slip on the form or pay by cheque or money order made payable to –

Department of Mines, Industry
Regulation and Safety


Licensing Services Branch
Locked Bag 100
EAST PERTH WA 6892

In person

Pay by cash, cheque, money order, credit or debit card at the customer service counter.

Level 1, 303 Sevenoaks Street
CANNINGTON WA 6107

Office hours are:
Mon–Fri 8:30am to 4:30pm.

 BPAY and online payment are not available for this renewal.

State Administrative Tribunal review of Board decisions

The decision to refuse an application for registration is a reviewable decision in certain circumstances. If you disagree with the Building Services Board's decision in relation to this registration application, you may be able to apply to the SAT for a review of the decision.

More information

If you need more information about the status of your renewal, contact the Licensing Renewals team on 1300 489 099 or email be.renewals@dmirs.wa.gov.au



Renewal of registration

Form
61

Building surveying contractor (company)

CHECKLIST

Use this checklist to ensure all parts of the application are completed and all necessary supporting documents are attached.

- Form completed - all questions answered
- Contact details provided
- Questions 1 to 10 answered
- Professional indemnity insurance details completed
- Nominated supervisor(s) details provided
- Declaration signed and dated
- Payment details provided

PAYMENT

CREDIT CARD PAYMENT DETAILS

(Payment will appear as "WA Gov – DMIRS" on your bank statement)

Card Type Visa Mastercard (Only Visa and Mastercard accepted)

Card Number

Card Holder Please print

Expiry Date / *I authorise the Department to deduct the current prescribed fee**

Signature / Authorisation Date

Cardholder's contact phone number:

*Fees are subject to change on 1 July of each year

ABN: 69 410 335 356

Office Use only					
Registration No:		Department Code	BC	Chart Description	<input type="checkbox"/> BSurv Reg Fee cont Comp Renewal
Total Fee	\$	Link Licence	Yes	Late Fee	Yes <input type="checkbox"/> No <input type="checkbox"/>



Renewal of registration

Form 61

Building surveying contractor (company)

Ensure all parts of this application are complete and attach all necessary supporting documents. You must submit a completed form, supporting documents and payment by the company's registration expiry date. Incomplete applications will not be processed.

OFFICE USE

Company details

CONDITION

Registration No.		Expiry date	<input type="checkbox"/> Level 1	<input type="checkbox"/> Level 2	<input type="checkbox"/>	
Business name						<input type="checkbox"/>
Company name		ACN				<input type="checkbox"/>
Business name						<input type="checkbox"/>

Principal place of business address – required for publication on the register. It cannot be a post office box number.

Street					<input type="checkbox"/>	
Suburb		State	Postcode			<input type="checkbox"/>

Address for service – required for the purpose of serving documents. It cannot be a post office box number. As above

Street					<input type="checkbox"/>	
Suburb		State	Postcode			<input type="checkbox"/>

Postal address – address for correspondence from the Department.

As above

Street or PO Box					<input type="checkbox"/>	
Suburb		State	Postcode			<input type="checkbox"/>

Company contact details – company email address required for courtesy renewal reminders and other notifications. Mobile required for important notifications via SMS.

Phone (office)		Phone (mobile)*				<input type="checkbox"/>
Email*						<input type="checkbox"/>

Contact person for enquiries for this form

Name						<input type="checkbox"/>
Phone (mobile)						<input type="checkbox"/>
Email						<input type="checkbox"/>

Directors' details – for each director provide name, date of birth and director identification number (Director ID).

First Name	Family name	Date of Birth	Director ID	OFFICE USE
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>



Attach a list if there is insufficient space above.

Attached



MANAGEMENT AND SUPERVISION

The company is required to have arrangements in place to ensure surveying services carried out will be managed and supervised in a proficient manner.

- 1 Can you confirm the company has management and supervision arrangements in place? Confirmed Not confirmed

INELIGIBLE PERSON

If an officer of the company is an ineligible person, the company's registration cannot be renewed. The State Administrative Tribunal will have informed an officer if they have been declared an "ineligible person".

- 2 Is any officer of the company currently declared an ineligible person by the State Administrative Tribunal? Yes No

EXCLUDED CONTRACTOR

If the company is currently an excluded contractor, the company's registration cannot be renewed. The Building Services Board would have informed the company if it has been declared an "excluded contractor".

- 3 Is the company currently declared an excluded contractor by the Building Services Board? Yes No

FINANCIAL PROBITY

If the company or any of its officers have experienced an insolvency event, you may be required to provide further information about this event(s) in relation to the Board's power to declare a person an excluded contractor. You will be contacted by the Department if further information is required.

- 4 Has any officer of the company been declared an excluded contractor by the Building Services Board? Yes No

- 5 Has any officer of the company experienced an insolvency event* in the last five years? Yes No

**An insolvency event for individuals (officers) includes bankruptcy, Part IX (Debt Agreements), Part X (Personal Insolvency Agreement) or cancellation by the State Administrative Tribunal on financial grounds.*

If you answered 'yes' above, identify the officer's name and current status:

Still bankrupt

Discharged

Date discharged: / /

- 6 Has the company experienced an insolvency event[^] in the last five years? Yes No

[^]An insolvency event for a company includes members' voluntary liquidation, court liquidation, creditors' voluntary liquidation, and appointment of an administrator, a Deed of Company Arrangement, appointment of a receiver or cancellation by the State Administrative Tribunal on financial grounds.

If you answered 'yes' to above, identify the external administrator's current status:

Still appointed Retired Date retired: / /

- 7 Has any officer of the company been a director or company secretary of a company(s) within two years of that company(s) experiencing an insolvency event[^] in the last five years? Yes No

If you answered "yes" above, provide the following details:

Company name	ACN	Full name of officer	<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>



Attach a list if there is insufficient space above.

Attached

FINANCIAL CAPACITY

The company and its officers must not be an insolvent. If the company or any of its officers have previously been insolvent, the company must have the capacity to meet debts as and when they fall due.

- 8 Does the company have the capacity to meet its debts as and when they fall due? Yes No

BUILDING SERVICE DEBT

If the company has a building service debt that has not been paid in full within the specified period (or is not subject to a payment arrangement, or proceedings have not commenced for an appeal or review), its registration cannot be renewed.

- 9 Does the company have any outstanding debts for which judgement has been entered in a court of competent jurisdiction (e.g. Magistrates, District, Federal Court) in connection with a contract for a building service or for the supply of goods or services for a building service? Yes No
- 10 Does the company have any outstanding adjudicated amounts that are payable under the *Building and Construction Industry (Security of Payment) Act 2021* or the *Construction Contracts (Former Provisions) Act 2004*? Yes No

PROFESSIONAL INDEMNITY INSURANCE

The company is required to have professional indemnity insurance with a minimum level of indemnity of \$1,000,000 in any one claim and \$2,000,000 in aggregate in any one period of insurance.

State your insurance cover below:

Insurer				<input type="checkbox"/>
Policy number		Expiry date		<input type="checkbox"/>
Cover for any one claim	\$			<input type="checkbox"/>
Aggregate of cover in any one period of insurance	\$			<input type="checkbox"/>

OFFICE USE

It is expected that the company will renew and maintain its insurance cover for the period of its registration.

The *Building Services (Registration) Act 2011* requires you to give the Building Services Board written notice of any change in circumstances that affects the company’s eligibility to remain registered.

A change in the company’s insurance arrangements could constitute such a change in circumstances. The notice to the Board must be given within seven days after the change in circumstances. The penalty for the offence of not notifying the Board is a fine of \$10,000.

NOMINATED SUPERVISOR

The company is required to have at least one nominated supervisor who is a registered practitioner. For each nominated supervisor provide details below.

First name	Family name	Registration No.	Current nominated supervisor?	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>



Attach a list if there is insufficient space above.

Attached

DECLARATION BY APPLICANT

False and misleading information

Section 99 of the *Building Services (Registration) Act 2011* provides for penalties of up to \$25,000 where a person makes a false or misleading statement or provides false or misleading information or particulars as part of an application for registration or renewal of registration.

Information for document execution

This document is to be executed on behalf of the company by either:

- two directors, or one director and one secretary; or
- one director where that person is both sole director and sole secretary.

Declaration

I/we hereby authorise the Building Services Board, the Department of Mines, Industry Regulation and Safety or persons acting on behalf of the Board or the Department to make enquiries considered necessary to assess this application. My general consent includes the specific consent to the acquisition of copies of the criminal records and credit reports of the company and its directors and officers. I agree that the Board can use any or all information received pursuant to this authority for the purposes of the assessment or audit of this application.

OFFICE
USE

Executed for and on behalf of:

In accordance with Section 127 of the
Corporations Act 2001

Applicant's name (name of registered entity)

ACN

Signature of director

Signature of director (if applicable) or
Signature of company secretary (being sole director/secretary of the
company) Delete if not applicable.

Name of director (print)

Name of director/secretary (print)

Date

Date